

JOB DESCRIPTION

TITLE: BALTIMORE MARITIME EXCHANGE WATCH STANDER P/T

GENERAL DESCRIPTION: A part time clerical/communications position in which the person has responsibility for tracking and documenting movements of commercial vessel traffic in and out of the Port of Baltimore and other port areas in the Maryland waters of the Chesapeake Bay for the express purpose of providing accurate and timely information to our membership via distribution of daily electronic reports, maintaining our members only on-line database and fielding port related questions over the telephone.

In addition the BME provides various coordination and communications services to many other port partners to promote safe, secure, efficient and environmentally sound maritime transportation system operations at the Port of Baltimore.

Due to the nature of the transportation industry this position requires the ability to work shift work, weekends and holidays as necessary. Limited staffing at the BME requires a watch stander to work alone for part or all of his/her shift. Normal hours of operation are 6 AM to 6 PM seven days a week.

JOB REQUIREMENTS

- Must be available and dependable for flexible scheduling of work hours, including weekend shifts and some holidays.
- Ability to work effectively with minimal supervision and to take initiative in problem solving.

SKILLS

- Ability to be pleasant, patient, cooperative and professional in communications with clients and members while working in a moderate to high stress environment.
- Ability to multi-task.
- Good verbal, written and telephone skills required.
- Attention to detail in record keeping, with accuracy and legibility being of prime importance.
- Willingness to assist other office employees when needed and to perform other duties as required.
- Clerical office experience with fax machines, scanners, typing, filing, general record keeping.
- Use of Microsoft Office software including Word, Excel and Access

QUALIFICATIONS

- Minimum High School education or equivalent required. 2-3 years work experience in a similar work environment a plus.
- College credits or previous job related experience in database management, web design and maintenance and other IT related areas will be considered a plus.

DAILY WORK ACTIVITIES

The position requires VHF radio communications with commercial vessels within the Maryland waters of the Chesapeake Bay as well as monitoring of vessel movements using the in house electronic vessel tracking system operated by the BME.

The daily routine includes telephone and e-mail communications with other organizations and companies providing various services necessary for the movement of vessels and cargo in and out of port.

Other duties and responsibilities include but are not limited to.

- Handling all telephone communications coming into the BME. Accurately taking messages for management in their absence.
- Maintaining accurate and timely database records as they apply to both BME proprietary database systems as well as those shared with other associations.
- Maintaining accurate records on the FCC required daily radio logs.
- Creation of scheduled daily reports and ad hoc reports using Microsoft Office products.
- Dissemination of reports via fax and or e-mail.

Please send résumés to manager@balmx.org